

## School Business – June 19, 2020

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### **CRF - School Nutrition (PRC 125) – Public School Units**

PRC 125 funds may not be deposited in an enterprise fund. Expenditures incurred since March 16 are considered an emergency meal service and substantially different from the School Nutrition (SN) Program. Public School Units (PSUs) may reimburse the enterprise fund for eligible expenditures, for which the PSU does not receive payment through federal nutrition programs. In order to ensure a clean audit trail, public school units must adhere to the following:

To reclassify expenditures from Fund 5/PRC 035 to Fund 1/PRC 125

1. J/E to credit SN expense and debit expense code in Fund 2 (offset by cash codes).
2. If a separate bank account is used for SN, transfer funds from the regular account to SN.
3. Then key a BUD to record expense in BUD and credit fund 2.

### Budget Codes for Additional Pay

Please note that additional pay to employees who worked to provide emergency meals to food insecure children in the community must be coded as follows:

1-7200-125-187 – Nutrition Services – Salary Differential

1-6550-125-187 – Transportation - Salary Differential

These payments may be one-time bonus, flat rate or a percentage of based pay.

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### **Clarification of the Guidance for Reclassifying PRC 154 School Nutrition Expenditures - LEAs only**

Following is providing additional details to information in the previous newsletter. Based on whether School Nutrition (SN) Expenditures were charged DIRECTLY to Fund 5/PRC 035 OR Fund 1/PRC154, do the following:

#### Method 1

If the SN expenses were charged DIRECTLY to Fund 5/PRC 035 (No SN expenditures booked to PRC 154):

- Write a check out of state 154 coded to 1.8400.154.715.

#### Method 2

If the SN expenses were charged DIRECTLY to Fund 1/PRC 154:

- Move the expenditures FROM Fund 1/PRC 154 to Fund 5/PRC 035
- Write a check out of state 154 coded to 1.8400.154.715 for the PRC 154 money allocated to Fund 5/PRC 035

For both Methods 1 and 2

- Record the transfer revenue/deposit in Fund 5 to account 5.4921.035.000.

If you have questions, please contact [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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### **Deadline to Request Federal and State Cash for FY 2019-2020**

- The last day by which you may request **Federal cash** for FY 19-20 is **Tuesday, June 23, 2020** with a **Funds Requirement Date (FRD) of Monday, June 29, 2020**.
  - The last day by which you may request **State cash** for FY 19-20 is **Wednesday, June 24, 2020** with a **Funds Requirement Date (FRD) of Monday, June 29, 2020**.
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### **SB818 Compensation for Certain Public School Employees**

[SB818](#) has been ratified and was presented to the Governor on June 17<sup>th</sup> for his signature. The bill provides information on certified employee salary and bonuses as well as modifies the health benefit rate. In the event that this bill becomes law, School Business will provide detailed information.

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### **PPE Starter Packs & Infection Control and PPE Guidance**

*Please find the following important information about PPE along with a **request for Superintendents, Charter, Regional, Lab, & ISD School Leaders to complete a brief survey to ensure prompt delivery of your PPE Starter Pack**. The attached pdf outlines key messages/talking points for use when responding to questions about school infection control and PPE guidance.*

Thank you for your ongoing partnership as we all do our part to minimize exposure and risk of COVID-19. An important component of school reopening is ensuring that our school nurses and delegated staff who provide health care to students have Personal Protective Equipment (PPE) to protect themselves and mitigate the spread of COVID-19. Accordingly, the State will provide to all North Carolina public school units a PPE Starter Pack for school nurses and delegated staff for the first two months of the 2020 – 2021 school year.

The PPE Starter Pack will include a two-month supply of:

- Thermometers

- Surgical masks
- Face shields
- Gowns

\*Note: The State will provide a two-month supply of PPE for school nurses and delegated staff ONLY. Districts and schools will be responsible for purchasing their own additional supplies of PPE and other infection control materials (such as cloth face coverings for teachers and students) using guidance referenced further below by DPI and NCDHHS.

NC Emergency Management will deliver the two-month supply of PPE Starter Packs to public school districts and to charter/regional/lab schools. **To ensure delivery of your supply, superintendents and charter/regional/lab school leaders must [complete this short survey](#) no later than 5:00 p.m. on Wednesday, June 24, 2020.**

Building on [StrongSchoolsNC Public Health Toolkit \(K-12\)](#) (guidance from NCDHHS) and [Lighting Our Way Forward](#) (guidance from NCDPI), NCDHHS has worked closely with NCDPI to develop a companion document, [StrongSchoolsNC Infection Control and PPE Guidance \(K-12\)](#), with more information on what PPE schools will receive from the State, as well as recommended quantities and process for ordering other infection control supplies that districts and/or schools are responsible for purchasing on their own. **If your school/district plans to make use of state contracts and available pricing for additional infection control and PPE items, review this guidance as soon as possible and take action to place your own orders.**

Please let [jessica.swencki@dpi.nc.gov](mailto:jessica.swencki@dpi.nc.gov) know if the District & Regional Support team can answer any questions you may have on the guidance. Thank you for all that you do for our students and educators.

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### **Home Base Opt-in Process Extended to June 30,2020**

The NCDPI Home Base team is extending the Home Base Opt-in Process through June 30, 2020. If your PSU has not opted into Home Base, please inform your district's finance officer or charter principal/director that the deadline is June 30. Those PSUs that have not opted into Home Base by July 1, 2020, will lose their access to Schoolnet and their local NCEES Professional Development Office component.

Detailed information can be viewed by visiting our NCDPI Home Base Opt-in page (<https://www.dpi.nc.gov/educators/home-base/opt-in-to-home-base>) and the Home Base Pricing Memo ([https://content.govdelivery.com/attachments/NCSBE/2020/05/15/file\\_attachments/1452861/hb\\_pricing\\_memo-2020-21.pdf](https://content.govdelivery.com/attachments/NCSBE/2020/05/15/file_attachments/1452861/hb_pricing_memo-2020-21.pdf)) from Dr. Beverly Emory. Questions concerning this process may be addressed to Yolanda Wilson, [yolanda.wilson@dpi.nc.gov](mailto:yolanda.wilson@dpi.nc.gov).

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## Exceptional Children (EC) Division News

- End-of-Year Updates for Special Grants (Risk Pool, Special State Reserve and Developmental Day Center) do not need to be submitted at this time. Thank you in advance if you have already submitted any of them.
  - End-of-Year Combined Expenditure Reports (PRCs 029, 118 and 119) do not need to be submitted at this time.
  - The Preschool Survey does not need to be submitted. The checkbox in the IDEA grant is not a required box and leaving it blank will not prevent the LEA from changing the grant status to "Draft Completed".
  - Grant System Resources - <https://www.smores.com/sumwn>
  - \*\*PRC 118 Supplemental Funds have started being allocated this week. When received, you will be able to budget the funds. The funds will need to be budgeted according to the request submitted by your EC Director/Coordinator. Please connect with them to ensure the budget and requests align.
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## Federal Programs News

### 2020-21 Consolidated Federal Funding Application within CCIP

The 2020-21 Consolidated Federal Funding Application within CCIP opened on Monday, June 8, 2020. Planning allotments were released on June 1, 2020 for all federal PRCs except 109 and 105 within BAAS. At this time, we have not received the state award amount for PRC 109. As soon as that is received, the planning allotments will be released, and the application will open within CCIP. PRC 105 will be released on its normal schedule (October).

Due to the delay in opening CCIP, we are awarding a blanket extension to all LEAs, extending the submission due date to July 31, 2020. Our hope is that this will allow you the time needed to complete your application. If you will need an extension beyond the July 31, 2020 deadline, a request should be sent to Alex Charles at [alex.charles@dpi.nc.gov](mailto:alex.charles@dpi.nc.gov). Extensions will be awarded on one-month increments.

### TSI Funds Updates:

As a reminder, TSI funds are set to expire on September 30, 2020. There will not be any extensions granted for these funds. If funds are not spent or encumbered by September 30, 2020, and liquidated by December 31, 2020, then the remaining funds will be reverted.

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## Reminders

- **Due TODAY June 19, 2020: Days Missed for Inclement Weather Survey** - All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for

school year 2019-2020. LEAs ONLY (No charter schools) Details are in the May 29, 2020 newsletter. \*

- Allotment flexibilities provided for Transportation, At-Risk Student Services, Disadvantaged Student Supplemental Funding, and Low-Wealth Supplemental Funding will expire **June 30, 2020**, along with other emergency closing funding. Details are in the June 12, 2020 newsletter. \*
- FY 2020 Year End Dates – LEAs only. These dates and steps are for pay period 12 only. Details are in the June 12, 2020 newsletter. \*
- Closing Procedures for Fiscal Year 2019-20: <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services>
- School Planning Items - Lottery Processing due **June 22, 2020**, and Facility Needs Survey. Details are in the June 5, 2020 newsletter. \*

\* <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter> .

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